



Officer Uniform Allowance

Overview

Introduction

This guide provides the *procedures* for **Officer Uniform Allowance**. All temporary and regular officers are entitled to an initial allowance upon their first appointment as an officer or permanent warrant officer. Reserve officers may become entitled to two different allowances for purchase or maintenance of required uniforms when he or she:

1. First reports for active duty (other than training) for a period in excess of 90 days including authorized travel time;
2. Completes not less than 14 days of active duty;
3. Completes 14 periods, of not less than 2 hours duration each, of inactive duty training in Ready Reserve status and has not already received the initial uniform allowance; or
4. Upon appointment or transfer from another Reserve component of the Armed Forces where a different uniform was required.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	2
Starting Officer Uniform Allowance	3
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Officer Uniform Allowance

Guiding Principles

Introduction	This section provides the <i>guiding principles</i> for Officer Uniform Allowance .
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Reference	The following references provide additional information about Officer Uniform Allowance.
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- [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 3
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Before you begin	<p>If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide, which is available in the DA online help at http://www.uscg.mil/hq/psc/ps/pay_entitlements/employee_entitlements_basic_navigation.htm.</p>
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Note: Do NOT prepare this entry on Academy and Officer Candidate School graduates, and on Warrant Officers. CGPC will prepare entries to pay officer uniform allowance for these members upon commissioning.

If the member is entitled to two officer uniform allowances, two separate transactions must be prepared with different effective dates (a day apart).

Do not submit this transaction until the member is established as an officer.




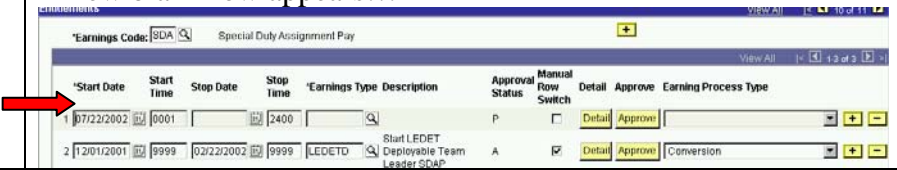

This transaction is used in conjunction with the Officer Uniform Allowance Claim Worksheet (CG PSC-5100), which is available on PSC web site at <http://www.uscg.mil/hq/psc/forms/psc5100.pdf>.

Officer Uniform Allowance

Starting Officer Uniform Allowance

Introduction This section provides the procedure for *starting* Officer Uniform Allowance.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Officer Uniform Allowance entitlement.


Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p> <p>Note: Do not use the 31st day of the month as the start date. For reserve members ordered to active duty, use a start date one day later than the reporting endorsement (L68B in Recents) containing nature duty code "R". If entitled to two separate allowances, submit two different entries one day apart.</p>
3	The Start Time is pre-filled by the system and must not be changed.
4	The Stop Date may be left blank to pay continuous Officer Uniform Allowance. If this is a temporary entitlement, you may enter the stop date.
5	Stop Time is pre-filled by the system and must not be changed.

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Officer Uniform Allowance

Starting Officer Uniform Allowance, Continued

Procedure (cont'd)


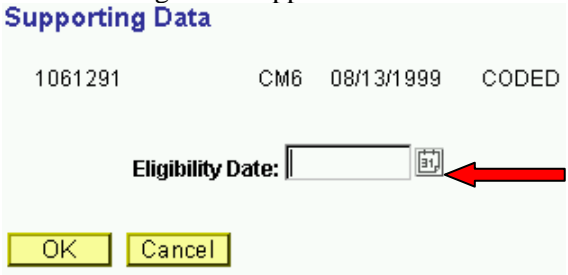

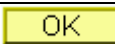
Step	Action								
6	<p>Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types.</p> <table><tr><th>Earning Type</th><th>Description</th></tr><tr><td>CODEB</td><td>Initial uniform allowance for reservists only. The officer has NOT already received the initial uniform allowance and meets one of the following:<ul style="list-style-type: none">• Has reported for AD (other than training) for a period in excess of 90 days including authorized travel time,• Has completed not less than 14 days of AD or ADT; or• Has completed 14 periods, of not less than 2 hours duration each, of inactive duty training in Ready Reserve status.</td></tr><tr><td>CODEC</td><td>Initial uniform allowance for reservists only. The officer has transferred from another reserve component of the Armed Forces where a different uniform was required.</td></tr><tr><td>CODED</td><td>Initial uniform allowance for all regular officers and for those reserve officers who have recently graduated from OCS and are currently on active duty for a period in excess of 139 days. An officer is entitled to an initial uniform allowance upon first appointment as an officer (temporary or regular) or as a permanent warrant officer.</td></tr></table>	Earning Type	Description	CODEB	Initial uniform allowance for reservists only. The officer has NOT already received the initial uniform allowance and meets one of the following: <ul style="list-style-type: none">• Has reported for AD (other than training) for a period in excess of 90 days including authorized travel time,• Has completed not less than 14 days of AD or ADT; or• Has completed 14 periods, of not less than 2 hours duration each, of inactive duty training in Ready Reserve status.	CODEC	Initial uniform allowance for reservists only. The officer has transferred from another reserve component of the Armed Forces where a different uniform was required.	CODED	Initial uniform allowance for all regular officers and for those reserve officers who have recently graduated from OCS and are currently on active duty for a period in excess of 139 days. An officer is entitled to an initial uniform allowance upon first appointment as an officer (temporary or regular) or as a permanent warrant officer.
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Officer Uniform Allowance

Starting Officer Uniform Allowance, Continued

Procedure (cont'd)



Step	Action		
6 Continued	<table border="1"> <tr> <td>CODEE</td><td>Additional active duty uniform allowance for reserves only. The reserve officer is entering on AD or ADT for more than 90 days or has been on continuous AD or ADT for more than 90 days and 2 years have elapsed since receipt of an initial reimbursement or allowance in excess of \$400 or 2 years have passed since the last period of AD or ADT for more than 90 days.</td></tr> </table>	CODEE	Additional active duty uniform allowance for reserves only. The reserve officer is entering on AD or ADT for more than 90 days or has been on continuous AD or ADT for more than 90 days and 2 years have elapsed since receipt of an initial reimbursement or allowance in excess of \$400 or 2 years have passed since the last period of AD or ADT for more than 90 days.
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7	Description is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.		
8	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.		
9	Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.		
10	Click the  button.		
11	<p>The following screen appears.</p> 		
12	Enter the Eligibility Date in MMDDYYYY format or use the calendar button  to select the date. This date will be the date of commissioning for temporary and regular officers and reservists meeting the requirements shown in the Pay Manual and Uniform Allowance Claim Worksheet (CG HRSIC-5100).		
13	Click the  button when finished.		

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Officer Uniform Allowance

Starting Officer Uniform Allowance, Continued

Procedure (cont'd)

Step	Action
14	 Not Used. Payment of Officer Uniform Allowance does not require audit and approval.
15	Earnings Process Type Not Required. Disregard this field
16	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.



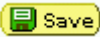
Officer Uniform Allowance

Deleting Officer Uniform Allowance

Introduction This section provides the procedure for *deleting Officer Uniform Allowance*.

Discussion The total Officer Uniform Allowance entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Officer Uniform Allowance transaction.

Step	Action
1	In the  mode, find the Officer Uniform Allowance row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.
